

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



November 1, 2011

EBLAST

TO: IV-D DIRECTORS

SUBJECT: CLARIFICATION OF LOCAL CHILD SUPPORT AGENCY DESIGNEE LIST

The purpose of this letter is to provide clarification to the previous Eblast Letter: Local Child Support Agency (LCSA) Designee List, dated July 22, 2011. The Franchise Tax Board (FTB) has clarified their request for the Designee list. The Designee List is a compilation of the LCSA Authorized Representatives (i.e. Director, Asst. Direct, Program Manager, etc.) who can approve the requestor's (i.e. Caseworker's, Attorney's, Financial worker's, etc.) application for confidential taxpayer information (i.e. tax returns) from the FTB.

The FTB has requested that DCSS compile and maintain the LCSA Designee List that provides a Primary and Secondary Authorized Representative for each LCSA.

Please Note: The LCSAs are to continue their normal business process for requesting tax returns from the FTB. The Secondary contact person would be used in the event that the Primary contact is unavailable and taxpayer information needs to be requested through a manual process using the FTB 3515.

The designee list should contain the following information:

- Name of County
- Authorized Representative (Primary and Secondary)
- Division and Unit
- Phone Number
- Address
- E-mail Address

Please submit the Authorized Representative(s) name(s) to the DCSS Information Security Office (ISO) mailbox: info.security@dcss.ca.gov. The DCSS ISO will compile

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an authorized Designee List and forward it to FTB. In addition, please notify the DCSS ISO of any Designee updates due to transfer, retirement, etc. Please provide this information by COB **Friday, November 18, 2011**.

If you have any questions or concerns regarding this matter, please contact Mary Maestas-Sandoval at (916) 464-5422 or you may reach me at (916) 464-5774.

Sincerely,

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LAWRENCE "BUDDY" TROXLER
Information Security Officer
Technology Services Department